

***Job Posting Title***

Principal Operations Analyst/Washington, DC/90136509

***Effective Date***

02/09/2011

***Reference Code***

E-90136509

***Additional Information***

\$ 89,000- \$134,000

***Job Title***

Principal Operations Analyst (1)

***Company***

Amtrak

***Department***

Office of Inspector General, Inspections and Evaluations

***Project***

The Office of Inspector General (OIG) strives to provide Amtrak employees, its customers, the public and the Congress with the highest quality service and programs through vigilance, timely action, accuracy, and an overall commitment to excellence across the broad range of OIG responsibilities.

***Tasks***

**SUMMARY OF DUTIES:**

The Principal Operations Analyst will work in Amtrak's Office of Inspector General's Inspections and Evaluations unit and serves as a subject matter expert (SME) and principal advisor in an individual area of expertise (train operations, specifically route service planning, maintenance, marketing/sales, and/or business management). Additionally this position, as part of a team, conducts performance audits and evaluations in compliance with Generally Accepted Government Auditing Standards (GAGAS). These audits and evaluations address the effectiveness and efficiency of Amtrak's programs and operations.

Specifically, the Principal Operations Analyst:

- 1) Studies and analyzes organizational methods, procedures, and processes of mission-critical Amtrak activities
- 2) Develops assessment procedures to gauge program or process effectiveness
- 3) Based on specialized program knowledge, recommends corrective actions and provides guidance on compliance with Amtrak and Federal laws, rules and procedures
- 4) Advises the AIG for Inspections and Evaluations on future evaluations and activities that support the strategic plan
- 5) Provides input and advice, as appropriate, in support of IG activities in other organizational units, such as Audits or Investigations

### **Requirements**

#### **EDUCATION:**

Bachelor's degree in Business or Public Administration, Mechanical or Civil Engineering, Marketing, or other field related to program and/or operational analysis; Master's degree as well as professional certification in area of expertise preferred.

**WORK EXPERIENCE:** 7 or more years relevant experience in the transportation industry; Strong project management skills; Experience in data analysis, and use of computer-based tools and MS Office Suite; Pre-employment physical and drug screen are required, as well as successfully passing a background investigation. Occasional travel is required.

#### **PREFERRED WORK EXPERIENCE:**

Experience in the accountability community, particularly an Office of Inspector General or the Government Accountability Office preferred; knowledge of passenger rail operations; extensive experience preferred; understanding of and ability to appropriately apply GAGAS and other audit and evaluation procedures and policies preferred.

#### **COMMUNICATION AND INTERPERSONAL SKILLS:**

Superior communication and interpersonal skills; proven ability to work across departments/areas of the business; strong analytical and problem-solving skills.

**TRAVEL:** Yes

### **Contract Type**

Regular

### **Location**

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### **City**

Washington